

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
FEBRUARY 8, 2001**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on February 8, 2001, at 1:00 p.m. Eastern Standard Time (EST). The meeting was led by its chair, Mr. Scott Siders of the Illinois Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss progress on International Organization for Standardization (ISO) 17025 integration, the asbestos subcommittee, the microbiology subcommittee, revision to Section D.1 of Appendix D of the NELAC Standard, the Performance-based Measurement System (PBMS) subcommittee, and comments from Ms. Deb Loring on the standard.*

INTRODUCTION

Mr. Siders called the meeting to order and reviewed the agenda for the meeting.

TOPICS OF DISCUSSION

Appendix D.1 Revisions

Mr. Jeff Nielsen led the discussion of the revised version of Appendix D.1. He will prepare a new version, based on comments made by the committee during the teleconference, for review by the committee. Topics discussed include adding "method" before the word "blank," adding the word "preparation" before the word "batch," using the phrase "analytes of interest" or "target analytes" instead of "contaminants," using the term "no detectable contaminants" instead of "zero contaminants," the use of the word "matrix" instead of "media," the use of the word "should" versus "shall," and adding "published" or "mandated" to the term "test method." The significance of using half of the reporting limit for the method blank limit was discussed. Use of the term "data quality objectives" in several sections of the standard was considered. Language describing what to do when there are no established criteria or the basis of the criteria is unknown was also mentioned. The committee agreed that the language on duplicates should be kept. The importance of having laboratories document how they develop criteria was discussed.

ISO 17025

Dr. Fred Siegelman reported that he plans to get an example document out to the committee illustrating the bracket approach for identifying the ISO 17025 language in the standard, for the committee's consideration before developing a complete standard. One person has volunteered to participate in a subcommittee on this topic. Dr. Siegelman will make sure that all of the work by the committee is included in one electronic file.

Asbestos Subcommittee

Dr. George Kulasingam reported that the first teleconference for the asbestos subcommittee has been held. Tasks have been assigned, and a checklist will be developed based on several examples. Several documents have been identified to provide a starting point for the subcommittee. The next teleconference is scheduled for Tuesday, February 13, 2001.

Microbiology Subcommittee

Ms. Marty Casstevens reported that the microbiology subcommittee has been meeting and plans to continue to meet after they complete their revision of Appendix D.3. Changes based on the Las Vegas meeting will be made to the June 2000 version of the standard by February 23.

Comments from Ms. Deb Loring on the NELAC Standard

Comments were received from Ms. Loring, STL, Inc. after the deadline for comments. Mr. Siders contacted Ms. Loring about her comments. The comments were sent to the committee members for review and consideration as it relates to current activities (e.g., ISO 17025, D.1, PBMS Subcommittee, etc.). However, they will not be formally considered in detail, by the entire committee, until after higher priority items have been addressed.

PBMS Subcommittee

Mr. Siders mentioned that the subcommittee had another conference call yesterday. Several teams on the subcommittee are working on activities such as rewriting Section 10.2 of the standard and merging language in several other sections. The subcommittee plans to finish their proposed changes by the end of February or early March.

NEXT MEETING

The next meeting is tentatively scheduled for February 22, 2001. Dr. Siegelman asked that Ms. Betty Maisonneuve of EPA be notified of the tentative schedule.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
FEBRUARY 8, 2001**

Item No.	Action	Date to be Completed
1.	Prepare an example document with ISO 17025 language in brackets (Siegelman)	
2.	Notify Ms. Betty Maisonneuve of EPA of additional teleconferences in February and March (Siders)	
3.	Incorporate revised language from the teleconference into Appendix D.1 and send to the committee for their review (Nielsen)	
4.	Incorporate changes to Appendix D.3 into the June 2000 version (Casstevens)	

**PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
FEBRUARY 8, 2001**

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